

### PRE COFFEE CHAT

- What is the purpose of your chat?
- What outcomes do you hope to achieve?
- Who has leverage?
- What strengths or skills will you put on the table?

### DURING COFFEE CHAT

- How will you "show up" and introduce yourself in a relevant, authentic way?
- What is your clearly stated goal/interest/purpose for chatting? What is theirs?
- What are their strengths, skillsets, interests, needs, or aspirations?
- How are you providing a mutual exchange of energy/resources?

### POST COFFEE CHAT

- What outcomes did you achieve?
- What are your follow-up items?
- How will you follow up with them? Hint: "Thank You" note usually does the trick!
- Will you maintain the relationship and build upon it? If so, what is required to do so?